



Fermilab

**Fermi National Accelerator Laboratory
Technical Support / Headquarters
P.O. Box 500, MS 316
Batavia, IL 60510
FAX: (708) 840-3756**

February 25, 1994

TO: TSS Group Leaders
FROM: Frank Turkot *F. Turkot*
SUBJECT: TSS Policy on the Use of Government Vehicles Assigned to
the Technical Support Section

Attached is a copy of the new TSS Policy on the Use of Government Vehicles Assigned to the Technical Support Section. This policy is effective immediately. Please review the policy with your employees.

cc: W. Boroski
R. Hanft
E. G. Pewitt



Fermilab

Technical Support Section

Policy on the Use of Government Vehicles Assigned to the Technical Support Section

Approved: Frank Turkot
F. Turkot, Section Head

Date: 2-28-94

Based on a review of DOE and federal regulations, it has been determined that the possession of a U.S. Government Motor Vehicle Operator's Identification Card (a.k.a. "Government Drivers License") is not required for the operation of government vehicles. Consequently, the Fermilab Vehicle Maintenance organization will no longer issue the subject cards.

It is Fermilab policy that all government vehicles be operated in accordance with the Illinois Rules of the Road, both on-site and off-site. Operators of government vehicles must have in their possession a valid state drivers license. Operators must also abide by the Rules and Regulations of Operators of Fermilab Vehicles. A copy of these rules is attached.

The procedure for obtaining TSS-controlled government vehicles requires that operators complete a sign-out log prior to securing the keys to the vehicle. A copy of the TSS vehicle sign-out log form is attached. Information on the log sheet must be filled in correctly. The operator must sign the log sheet at the time the vehicle is obtained certifying that he/she is in possession of a valid state drivers license and agrees to abide by the Illinois Rules of the Road and the Rules and Regulations for Operators of Fermilab Vehicles. Failure to provide this signature verification will result in the loss of vehicle use privileges for the operator. Upon return of the vehicle, the operator will record the date and time the vehicle was returned and the current vehicle mileage. The operator is also responsible for notifying the custodian of the vehicle if there is anything wrong with the vehicle or if any damage occurred to the vehicle while in their possession.

Failure to abide by these rules may result in a loss of privileges or other disciplinary action commensurate with the level of violation.

RULES & REGULATIONS
FOR OPERATORS OF FERMILAB VEHICLES

AS A CONDITION OF BEING A FERMILAB VEHICLE OPERATOR, YOU MUST READ AND ADHERE TO THE FOLLOWING:

Fermilab vehicles are the property of the United States Government; the use of Government property for purposes other than OFFICIAL BUSINESS is forbidden and may be punishable by a \$10,000 fine, prison term of ten (10) years, or both; and subject an employee to disciplinary action.

Do not use Fermilab vehicles for transportation to and from home (unless specifically authorized to do so in writing by the Support Services Section) or for any private business, personal errands, or recreation.

Unofficial passengers are prohibited in a Government vehicle.

Do not park Fermilab vehicles at places of amusement.

When operating a Fermilab vehicle, you are responsible for maintaining proper levels of oil, gasoline, water and for assuring that the vehicle is in a safe operating condition at all times.

Operate all Fermilab vehicles in a safe and cautious manner, obeying all traffic laws. A traffic violation is your responsibility. If your state driver's license is revoked or suspended, notify your supervisor, failure to do so could result in termination of employment.

Carry your valid state driver's license with you at all times when operating a Fermilab vehicle.

Do not leave keys in the vehicle while unattended.

If a Fermilab vehicle should break down while in your possession, either on-site or off-site, please contact the Vehicle Maintenance Section, extension 840-3307, during working hours, or the Fermilab Switchboard Operator, 840-3000, during off-hours.

If you are involved in an accident while operating a Fermilab vehicle, please contact the Fermilab Security 840-3414. Accidents off-site require a police report as well as those on-site involving a Government vehicle and a private vehicle regardless of fault or amount of apparent damage. An accident packet can be found in the glove compartment of all vehicles. All accident reports must be completed and submitted to the Transportation Office Mail Station 324 as soon as possible.

All Fermilab Government vehicle operators riding in or operating a Fermilab vehicle, or a personal vehicle while on official business, must wear seat and shoulder belts at all times while the vehicle is in motion, and shall instruct all passengers to fasten their seat and shoulder belts before placing the vehicle in motion.

THE MAXIMUM ALLOWABLE SPEED LIMIT FOR ALL FERMILAB VEHICLES IS THE POSTED LIMIT AND ON-SITE NOT TO EXCEED 40 MILES PER HOUR.

Vehicle Number _____

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